



REFERENCE MANUAL
FOR
RENEW MODEL

How to renew Model ?

Eligibility Criteria:

1. Renew of model is eligible only for approved models.
2. Any approved model is open/eligible for renewal before 6 months of its expiration date.
3. Once model expired or reached the expiration date, system will push all those models to “Expiration Status”.
4. Once model will expired, Manufacturer can't renew the expired model. In this case the model will be moved under 'expired Model' status and you need to process a fresh application for above model.
5. Model is eligible for renewal only if all the production data/CA document has been uploaded.
6. Model is eligible for renewal only if all the labelling fee has been paid for the model.
7. The Renewal fee would be Rs. 500 for each model.

Failure in any above case, model is not eligible for renewal process.

Option For Renewal:

1. Manufacturer will get the option for renewal under “Renew Model” option on dash board.
2. Also system will show the count of eligible renewal models on the dash board itself. On clicking on the option system will redirect to the renewal list page.
3. Once getting into the renewal list page manufacturer can click on “Renew Model” hyper link and continue the renewal process.

Before proceeding to renewal of model Kindly make sure:

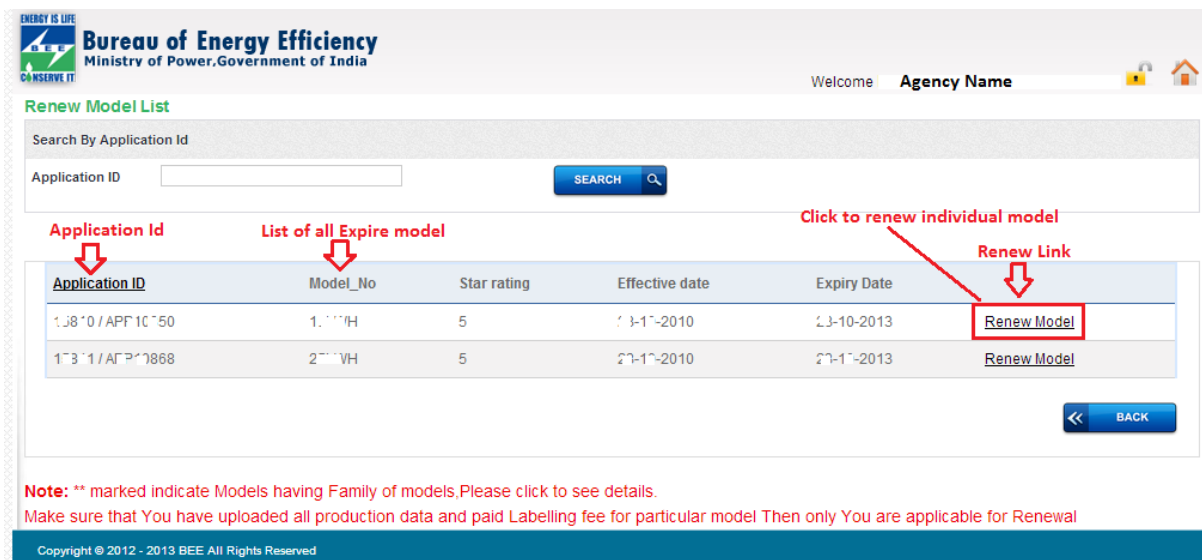
1. Technical specifications must be same as the original applications. otherwise your applications will be put on hold.
2. Are you satisfying above all condition ?
 - a) If Yes Go to Next page, which will redirect to the model registration process. After successfully registration your old application number will be cancelled and a new application number will be assigned to above said model.
 - b) If No , Please upload your production data and CA document from upload quarterly production data and pay labeling fees. For further enquiry contact [**helpdesk@beenet.in**](mailto:helpdesk@beenet.in)

Step to renew Model

1. Open Your Agency Portal
2. Click Renew Model Tab in your portal



(Figure 1)



(Figure 2)

3. Are all eligible models of your agency appearing under renew model tab as per shown in figure 2 ?

I. If No , Kindly Drop a mail to helpdesk@beenet.in with details of agency id, application id and modelNo. Which you want to renew.

II. If Yes,Click renew model link as per shown in above image After clicking renew model link, Application registration page will open like as per given in below image (figure 3).

Bureau of Energy Efficiency
Ministry of Power, Government of India

Welcome Agency Name

Equipment Registration Page 1

Agency Details

Agency ID	1007	Name of firm/company	Agency Name
Equipment name	STATIONARY TYPE WATER HEATER	Brand	Brand Name

[View ISO Documents](#) [View General Documents](#)

Equipment Details

Model No*	<input type="text"/>	Type*	---Select---
Year of Manufacturing*	Select	Date of Commencement*	<input type="text"/> (DD/MM/YYYY)
Relevant IS Standards*	<input type="text"/>		

Lab Details

Test Details (Test Procedures/Name/Number)*	<input type="text"/>
Accreditation Status*	Select
Bureau of Energy Efficiency approval *	Select

Authorized Signatory

First Name *	<input type="text"/>	Middle Name	<input type="text"/>	Last Name*	<input type="text"/>
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(Figure 3)